FEDERAL DEFENDERS OF WESTERN NORTH CAROLINA

POSITION ANNOUNCEMENT
ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR
Charlotte, North Carolina

Federal Defenders of Western North Carolina (FDWNC) is accepting applications for an Assistant Computer Systems Administrator (ACSA) in its Charlotte, North Carolina office. The position also provides support to a branch office located in Asheville, North Carolina.

Job Summary

Responsible for computer systems and network administration, systems security, hardware maintenance and operations support for employing Windows 7 desktops, Windows 2008 R2 and 2012 servers, Lotus Notes, Symantec Endpoint Protection, Microsoft Office, Network Backup and VMWare or Hyper-V virtualization platforms.

Network security responsibilities include maintaining firewalls, developing procedures for user access, backup routines, disaster recovery, inventory control, and virus and spyware protection measures.

Position also maintains network hardware, copiers, presentation equipment, and phone systems in all office locations.

Job Duties

Proactively maintains computer systems, network and associated equipment and software in full operational condition. Develops and maintains local technical and user documentation for all assigned systems. Develops, documents and maintains standard operation procedures for installed automation systems. Conducts audits and evaluations of automated systems and existing software applications to determine use, performance, response times, adequacy, quality and available capacities. Plans annual budget for IT services including maintenance, cyclical replacements, and new capability initiatives.

Assists litigation team(s) working with in-house staff or outside vendors with all phases of electronic or other discovery management, including identification, preservation, collection, processing, review, analysis, production and presentation of paper documents or electronically stored information.

Performs training and end user support activities such as initial and on-going training programs. Instructs on new software programs and releases and responds to user questions and difficulties and resolves problems.

Qualifications

The candidate must be a high school graduate, graduates of a college or technical school of recognized standing with a degree in computer science, management-information science or other closely related degree are strongly preferred. This position requires at least three years of general experience and two of specialized experience, comprehensive knowledge of computer systems administration principles, practices, methods and techniques. Experience providing desktop support to end-users is a must. Experience with forensic software in the gathering and analysis of E-discovery is desired. Travel throughout the district is required, as well as overnight travel, irregular work hours, or working weekends or holidays when necessary. Candidate must have reliable transportation, a valid driver's license, and proof of insurance. Mileage is reimbursed with prior approval. Appointment is subject to a satisfactory high-sensitive background check.

Special Working Conditions

Some work outside normal working hours and on weekends for operations and maintenance. Travel to branch office in Asheville, North Carolina. Occasional travel to Statesville, North Carolina and to Bryson City, North Carolina to provide services to the non-staffed courthouses as needed. Individual must also frequently lift and/or move up to 50 pounds.

Salary and Benefits

Equivalent to federal government salary classification range: JS-9/1 to JS-12/10 benefits apply. **FDWNC IS AN EQUAL OPPORTUNITY EMPLOYER**.

Qualified applicants: Submission should be by electronic PDF format, sent by email to: **William_Moormann@fd.org**. All emailed documents must be in PDF format. Other electronic forms will not be considered.

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Closing date: Open Until Filled.
Only applicants selected for an interview will be contacted.

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